

Junior HR Advisor

Location North East | **Salary** Competitive salary plus excellent benefits

Overview

Our client is a well-established and highly regarded organisation within the professional services sector. We are delighted to be supporting them with the recruitment of a newly created role within their HR team.

This position will deliver comprehensive HR coordination and support across the full HR remit. It is well suited to an experienced HR Assistant who is ready to broaden their responsibilities and gain greater exposure to HR advisory work including Employee Relations.

The role offers a competitive salary and benefits package including a bonus scheme. Hybrid working is available with the majority of the week home-based and an expectation to attend their Gateshead Head Office 1–2 days per week.

Job Description

Reporting to the HR Lead:

- Assisting the HR department in providing HR administrative support across the full employee lifecycle.
- Maintaining accurate employee records within their HR system.
- Producing and interpreting HR reports.
- Answering general HR queries and providing support to employees.
- Assisting the HR team with recruitment activities including co-ordinating interviews, offer management and maintenance of their ATS.
- Supporting with payroll preparation and administration.
- Assisting the HR Lead with disciplinary and grievance matters including leading investigations of lower-risk and lower-level cases.
- Partnering with the HR Lead in driving key HR initiatives.
- Carrying out ad-hoc HR projects in line with the People Agenda.

Person Specification

The successful candidate will ideally have proven HR coordination skills gained from within a commercial HR department as well general knowledge in supporting all HR competencies.

Candidates should have excellent attention to detail and be able to effectively manage a varied and busy workload. This is a fantastic opportunity to join a highly reputable organisation within the professional services industry.

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